

GOVERNOR'S OFFICE OF ELECTRONIC HEALTH INFORMATION

Cabinet for Health and Family Services Governor's Office of Electronic Health Information Information Technology Policies

Category: 16 000.000

Category: GOEHI Obligations: Protected Health Information

000.000 Policy Title: Employee and Contractor Access to Protected Health Information (PHI)

Policy: Any GOEHI or KHIE employee or contractor who has access to Protected Health Information (PHI) shall use the minimum necessary information based on job function and purpose. This Policy is intended to comply with HIPAA requirements for the minimum necessary standard. Nothing under this policy is intended to impose any duty upon any GOEHI or KHIE employee or contractor other than those duties imposed under HIPAA and other applicable state and federal law. In the event there is a conflict between this policy and HIPAA, the requirements of HIPAA will apply.

If any employee or contractor that has questions or concerns regarding protected health information within GOEHI they may contact the executive director of GOEHI.

General: GOEHI and KHIE have employees and contractors who have the need to access PHI to carry out their duties. GOEHI will make reasonable efforts to limit the access to PHI in accordance with the needed level of access according to job duty.

Regardless of job duty any employee or contractor shall not access any individual's PHI except to perform legitimate employment and contractor activities on behalf of GOEHI.

Any GOEHI or KHIE employee or contractor needing access to PHI to carry out a legitimate activity of their employment or contractor work by GOEHI or KHIE to which the employee or contractor generally otherwise does not have access by reason of their normal job function should obtain the permission of the Executive Director before accessing any PHI.

Scope: This policy applies to all GOEHI and KHIE employees and contractors, including all persons providing contractor services.

Policy/Procedure Maintenance Responsibility: The Governor's Office of Electronic Health Information is responsible for the maintenance of this policy.



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Exceptions: There are no exceptions to this policy.

Review Cycle: Annual

Timeline:

Revision Date:

Review Date:

Effective Date:

Cross-Reference

Health Insurance Portability and Accountability Act (HIPAA) of 1996